

Train the Trainer

INTRODUCTION

Whether you are new to training or have a number of years experience, this course helps you see ways in which you can become a better, more effective trainer.

The course is intensive and delivered over two days, exploring areas such as learning styles, training resources, delivery styles, evaluation and dealing with challenging behaviour. It consists of five trainer-led sessions followed by a micro-training session, where you will have an opportunity to demonstrate your training skills.

AIMS

At the end of the course you will be able to:

- Recognise the different learning styles and adapt your training accordingly
- Plan and design training to gain commitment and enthusiasm
- Run a training session and supervise training
- Check that your training is effective and that learning has occurred

CONTENT

The sessions are as follows:

- Session 1 How We Learn
- Session 2 Delivering Training
- Session 3 Running a Training Session and Supervising Training
- Session 4 Ending a Training Session and Evaluating
- Session 5 Planning a Training Session
- Session 6 Micro-training Session and Questionnaire

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Session 1 How We Learn

This session introduces the four stages of learning and the different styles that we all adopt when in a learning environment.

Session 2 Delivering Training

In this session we look at how to deliver training and how to make the most of training aids and learning resources.

Session 3 Running a Training Session and Supervising Training

In this session we look at how to run a training session, how to supervise training and deal with challenging behaviour.

Session 4 Ending a Training Session and Evaluating

This session looks at bringing all the threads together to conclude a training session. It also looks at the importance of obtaining evaluation from the learners as well as yourself.

Session 5 Planning a Training Session

This session focuses on putting together a training session and the importance of aims and objectives.

Session 6 Micro-training Session and Questionnaire

This session is about you delivering a short (10 to 15 minutes) training session to the rest of the group.

About Gary Bedingfield

Based in Glasgow, Gary Bedingfield has more than 12 years experience in the training industry in both Scotland and England. He is a fully qualified further education trainer and assessor with a strong understanding of learning strategies and opportunities and has worked with private, public and voluntary sector clients ranging from young people to mature adults. Gary Bedingfield Training Services specialises in Train the Trainer and Employability Skills courses, delivering throughout Scotland and the rest of the United Kingdom. Above all, his training is based on a desire to help people move on in their lives.

What You Need to Bring to Train the Trainer

More than anything, I ask you to bring an open mind so we can explore all the opportunities available to you in a training environment. Don't worry about the amount of previous experience you have as a trainer because this course will cover all you need to know. And for those with more experience it will help you see ways in which you can become a better, more effective trainer.

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